

**RED DEER MUSEUM + ART GALLERY
JOB DESCRIPTION**

TITLE: Summer Day Camp Assistant (Summer 2019)

STATUS: Full-time Term (summer) (12 Weeks)

RATING: Group 3, Step 1 (\$17.46/Hour)
This position falls within the CUPE Collective Agreement

INCUMBENT:

DATE:

RESPONDS TO: Coordinator of Educational Programs

GENERAL DESCRIPTION

The Summer Day Camp Assistant facilitates art and craft projects and educational play activities for summer day camps and special event activities for children. The summer day camps are designed for children between the ages of 5 and 12 years. They are highly interactive and they are designed to inspire children to have an interest in art and the history of our community. They are designed to increase awareness of the First Nations and the many cultural groups who are part of Central Alberta's community. The Summer Day Camp Assistant will assist the Educational Programs Team in presenting the MAG's annual 'Welcome to Red Deer' Heritage Day Event, which welcomes and celebrates all newcomers to Red Deer.

Key Responsibility Areas

Program Delivery: 90 %

- Under the direction of the Coordinator of Educational Programs, instructs and leads summer day camp activities.
- Researches children's programs and program activities that relate to ***Remarkable Red Deer: Stories from the Heart of the Parkland***
- Researches and presents programs to engage children in appreciating the current history and/or art exhibitions.
- Researches and presents programs that promote intercultural awareness of First Nations cultures, as well as the diverse cultures that are represented in Central Alberta's population.
- Under the direction of the Coordinator of Educational Programs, assists with the delivery of programs for the ***Welcome to Red Deer*** Special Event on Heritage Day.

- Participates in continual evaluation and improvement of activities and programs
- As required, assists with special events such as exhibition openings, special lecture and performances
- Fosters a positive image of the Museum as a destination for high-quality learning experiences for children.

Program Resources Coordination: 10%

- Utilizes resources and supplies and operates equipment available for programs
- Assists in maintaining and identifying needs for additional materials and resources

Performs other related duties and special projects as assigned.

Some weekend and evening work is required.

Qualifications:

Education:

- Research skills – to research historical information, art history, movements and practice, as well as audience demographics

Experience:

- Teaching or program delivery experience
- Experience working with young people

Certification:

- Standard First Aid certificate
- Police Records Check and Child Welfare Check

Working Conditions:

- This is an active position. It involves a lot of movement – such as leading and organizing groups, sitting on the floor, standing for extended periods of time, carrying heavy containers, and assisting to set up the room for various presentations.
- Some weekend and evening work is required.

Core Competencies:

- Loves working with children
- Able to respond quickly to challenges that arise within the day camp group
- Excellent oral and written communication skills
- Creativity
- Ability to design and fabricate hands-on activities
- Facility with computers and av equipment
- Well-organized